

DELAWARE TRANSIT CORPORATION

POSTING NO. 133-2020

POSITION VACANCY POSTING

DATE OF POSTING: May 13, 2020

CLOSING DATE: May 27, 2020

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **May 27, 2020**.

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POSITION #: 1234

POSITION TITLE Financial Analyst

PAY GRADE: 15

PAY RANGE: \$48,664 - \$72,996
(MINIMUM TO MAXIMUM)

LOCATION: Kent County

DEPARTMENT: Finance
SECTION: Budget

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00am - 4:30pm SCHEDULED DAYS: Monday to Friday

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Summary of Job: The Financial Analyst is responsible for performing analyses of a variety of information including budgets, revenue and business data. The position is responsible for data collection and compilation, annual budget development; development and maintenance of reports necessary to monitor performance relative to the financial plan, revenues, and business performance.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLY ON-LINE AT: **www.dartfirststate.com**

Financial Analyst

Department: Finance
Exemption Status: Exempt
Paygrade: 15

Reports to: Budget Manager
Essential Position: No
Issue Date: 1/1/2020

JOB SUMMARY: The Financial Analyst is responsible for performing analyses of a variety of information including budgets, revenue and business data. The position is responsible for data collection and compilation, annual budget development; development and maintenance of reports necessary to monitor performance relative to the financial plan, revenues, and business performance.

ESSENTIAL FUNCTIONS:

Position Specific:

- Perform financial and operational trend analysis, forecasting, planning and budgeting
- Support the development and maintenance of reports necessary to monitor performance relative to financial and operational plans
- Perform research and develop responses to changes in financial requirements; develop and analyze fare policy, including changes to fare structure and customer usage
- Assist with preparing metrics and establishing goals/objectives to drive accountability and
- Monitor and analyze program operations, expenditures in compliance with regulations and contractual agreements
- Maintain documentation of business processes, analytics and data sources for use in audits

Technical Tasks:

- Perform analyses and research to ensure the integrity of data and the quality of the information collected, maintained and reported to meet internal and external requirements
- Analyze and prepare various monthly, annual and ad hoc reports
- Collect and analyze matrix to develop and implement improvements of reporting data quality
- Plan and conduct diverse and complex management studies
- Complete a variety of budget and related analytical functions of the annual budget development cycle

Collaboration:

- Establish and maintain effective working relationships with internal and external stakeholders

Compliance:

- Ensure the department's compliance with all applicable local, state and federal guidelines and laws

Performs other duties as requested by Senior Management

QUALIFICATIONS: The Financial Analyst requires a working knowledge of the methods and techniques used in complex statistical operational and financial analysis. Knowledge of accounting theory, principles, practices and Generally Accepted Accounting Principles (GAAP) is necessary. The ability to adapt the application of current and evolving information technology to the workload is also required.

SKILLS AND ABILITIES: Demonstrate strong motivational, time management, problem-solving and organizational skills. Ability to set priorities and present and speak publicly. Ability to be detail-oriented. Ability to work independently under general supervision. Ability to exercise independent judgement and to keep information confidential. Ability to organize complex materials and manage multiple projects. Ability to prepare and analyze various reports and data to resolve issues/problems. Ability to maintain accurate records. Ability to gather, interpret, analyze, evaluate and present a variety of data, solve problems and present alternatives. Skills in building relationships with stakeholders.

COMPUTER SKILLS: Demonstrated proficiency in Microsoft Office software products specifically, Excel. Experience with financial operating systems, preferably PeopleSoft Financial software.

CUSTOMER SERVICE SKILLS: Strong interpersonal skills to foster teamwork and create positive connections with customers. Ability to meet goals to increase efficiency improving customer service.

MINIMUM EDUCATION AND EXPERIENCE: Bachelor's degree in Business Administration, Economics, Finance or related field. Three (3) to five (5) years' experience analyzing and evaluating operational and financial programs and problems, developing alternatives, and recommending solutions. Experience in performing detailed business analyses in a large organization with a complex mission.

REQUIRED CERTIFICATES/REGISTRATIONS: N/A

LANGUAGE SKILLS: Excellent verbal and written communication skills. Ability to read, analyze and interpret common business journals, financial reports and light legal documents. Ability to respond to inquiries. Ability to produce written and/or oral reports and to create and present information. Bilingual a plus.

MATHEMATICAL SKILLS: Ability to perform complex mathematical computations. Ability to apply descriptive statistics, such as mean, median, mode, standard deviation, correlations and regression analyses and concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to maintain a level and appropriate business demeanor.

PHYSICAL CAPABILITIES: The physical capabilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: How much on-the-job time is spent in the following physical activities?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to tap, grasp or toggle				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x

Does this job require that weight be lifted, or force be exerted?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements? No special vision requirements.

Does this job have any special hearing requirements? No special hearing requirements.

ENVIRONMENTAL CONDITIONS: The environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- How much exposure to environmental conditions does this job require? **NONE**
- How much noise is typical for the work environment of this job? **MODERATE**